

NOTICE TO CONSULTANTS
"REQUEST FOR QUALIFICATIONS"

Architectural and Engineering consultant services are required for Project No. 2015-829, Campus "On-Call" Architect at Edmonds Community College, Seattle, Washington.

The Edmonds Community College Facilities occupies **5** distinct campus locations:

- 7010 196th St. SW (Olympic Bldg) Lynnwood, WA 98036
- 20000 68th Ave. W Lynnwood, WA 98036-5999
- 6600 196th St. SW (Gateway Bldg) Lynnwood, WA 98036
- WaTR Center, Paine Field
- Edmonds Convention Center

Services shall be provided in accordance with the current Instructions for Architects and Engineers and the standard Division of Engineering and Architectural Services Agreement. For these instructions and to review the Conditions of the Agreement see:

Instructions for Architects and Engineers:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/InstructionAE.pdf>

Conditions of the Agreement:

<http://www.des.wa.gov/SiteCollectionDocuments/Facilities/EAS/EASCoA.pdf>

Pre-Submittal Conference: **Wednesday April 29, 2015 at 10:00 AM, Maltby Building, Room Number 109, 7020 196th St. SW; Lynnwood, Wa. 98036**

Scope of Work

Provide scoping/ problem trouble-shooting, design, preparation of bid documents, bidding and construction administration and project closeout services for a wide variety of small capital improvement projects at Edmonds Community College. This may include site, sidewalk and parking lot repair, building envelope and roof system maintenance and repair, mechanical systems upgrade, repair or replacement, electrical systems upgrade repair or replacement, space planning and renovation of interior spaces.

For additional information, contact Lee Knawa, Project Manager, E&A Services at (360) 239-0672, Suzanne Gilbert, Capital Projects Director at (425) 640-1420 or Stephanie Teachman, Director of Facilities, Edmonds Community College at (425) 640-1495.

A/E fees and services shall be determined in accordance with the current Architectural/Engineering Fee Schedule for Washington State Public Work Building Projects and the standard Division of Engineering and Architectural Services Agreement.

Firms will be considered for selection based upon the following criteria, weighted as indicated: Qualifications of Key Personnel (30 %); Previous Performance on Community College Projects (35%); and Relevant Experience on small facilities projects such as roof replacements, building envelope failure remediation, HVAC trouble shooting, correction and retrofit, life safety system repair and remediation, ADA trouble shooting, correction and retrofit (35%).

Voluntary MWBE goals of 10% MBE and 6% WBE have been established for this project. Achievement of the goals is encouraged. However, no minimum level of MWBE participation shall be required as a condition of A/E selection. Proposals will not be rejected or considered non-responsive if they do not include MWBE participation. A/E's may contact Office of Minority and Women's Business Enterprises to obtain information on certified firms for potential subconsultants.

Compulsory Qualifications: highlight experience and positive references from past clients in the following areas:

- Assisting Client Organizations with Scoping, Scheduling and Budgeting small, locally funded building improvements in facilities with hazardous building materials and probable concealed latent conditions.
- Coordination of solution process with engineering disciplines such as, but not limited to, HVAC Mechanical/ Electrical/ Plumbing/Information Technology systems/Fire Alarm and Energy Monitoring Systems.

- Familiarity of State of Washington Public Works Bid Process, Preparation of bid documents to clearly communicate conditions of construction in environments where on-going client operations may not be interrupted.
- Construction Administration and project Close-out, as well as coordination of construction work with the College Campus's on-going operations.

Desirable Qualifications:

- Previous Washington Community College Campus experience in preparing a Capital Analysis Model and Project Request Reports toward successfully procurement of project funding.
- Proximity from firm office to Campus not exceeding 20 miles.

Submit five (5) sets of qualifications and firm data not exceeding 40 each, 8-1/2" x 11" pages (printed front and back) in PDF format on compact disc. Each set to include: Federal 330 form for firm profile and project personnel, and any other pertinent data to assist the Selection Board in evaluating qualifications. To qualify for review, submittals are required to be delivered and receipt stamped by E&AS prior to **5:00 PM on May 15, 2015**. Address submittals to:

Engineering & Architectural Services
PO Box 41476
Olympia, WA, 98504-1476
Attention: Robyn Hofstad.

Following an evaluation of these submittals, the consultant selection board will interview no more than 3 firms deemed to be the most highly qualified for the required service. A selection of a Campus Architect is anticipated to be finalized prior to July 1, 2015

The State of Washington is an affirmative action employer. This is not a request for a proposal. All submittals become the property of the State.